

**THE CROYDON ASSOCIATION FOR
PASTORAL CARE IN MENTAL HEALTH**

FINANCIAL STATEMENTS

**FOR THE YEAR ENDED
31 MARCH 2009**

Charity Number 1097979

**THE CROYDON ASSOCIATION FOR PASTORAL CARE IN
MENTAL HEALTH**

FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

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THE CROYDON ASSOCIATION FOR PASTORAL CARE IN MENTAL HEALTH

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2009

The trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2009.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered charity name	The Croydon Association for Pastoral Care in Mental Health
Charity registration number	1097979
Principal office	Cornerstone House, 14, Willis Road, Croydon CR0 2XX

THE TRUSTEES

The trustees who served the company during the period were as follows:

Mr T Roberts
Canon A Wilson
Mr M Molnar
Mr A King
Mr T Poyntz
Mr H Roberts
Dr B Robins
Mrs C Goldsmith

Independent examiner	Mitchell, Rodrigues & Co Ltd Chartered Accountants Suite 14, Zeal House, 8, Deer Park Road, London SW19 3GY
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Bankers	HSBC Plc
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STRUCTURE, GOVERNANCE AND MANAGEMENT

CONSTITUTION

The charity was formed for charitable purposes and has the registered charity number 1097979. The charity's governing document is its constitution. The charity receives income mainly from grants which it utilizes in the performance of its objectives.

ORGANISATION

The charity consists of 8 trustees who meet regularly to administer the charity. None of the trustees are paid for their work.

THE CROYDON ASSOCIATION FOR PASTORAL CARE IN MENTAL HEALTH

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2009

OBJECTIVES AND ACTIVITIES

The aims and objectives of the charity are to support its members, helping them to be themselves and live lives to their full potential. The charity does this by holding 4 creative workshops each week, training programmes and providing four weekly drop-ins, thus increasing the awareness in the community of the issues concerning mental health.

ACHIEVEMENTS AND PERFORMANCE

RESULTS

The results of the years activities are as shown in the attached accounts.

FINANCIAL REVIEW

The trustees constantly monitor the charity's financial situation and ensure that funds are available before committing to any project.

RESPONSIBILITIES OF THE TRUSTEES

The charity's trustees are responsible for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The law applicable to charities in England and Wales requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources of the charity for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 1993 and the Charity (Accounts and Reports) Regulations 2008. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

**THE CROYDON ASSOCIATION FOR PASTORAL CARE IN
MENTAL HEALTH**

TRUSTEES ANNUAL REPORT *(continued)*

YEAR ENDED 31 MARCH 2009

INDEPENDENT EXAMINER

A resolution to re-appoint Mitchell Rodrigues and Co Ltd as independent examiner for the ensuing year will be proposed at the Annual General Meeting.

Cornerstone House,
14, Willis Road,
Croydon
CRO 2XX

Signed on behalf of the trustees

Mr T Roberts
Chair

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THE CROYDON ASSOCIATION FOR PASTORAL CARE IN MENTAL HEALTH

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE CROYDON ASSOCIATION FOR PASTORAL CARE IN MENTAL HEALTH

YEAR ENDED 31 MARCH 2009

We report on the accounts of the charity for the year ended 31 March 2009 set out on page 8.

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND INDEPENDENT EXAMINER

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under section 43(2) of the Charities Act 1993 (the 1993 Act), as amended by section 28 of the Charities Act 2006) and that an independent examination is needed.

It is our responsibility to:

- examine the accounts (under section 43(3)(a) of the 1993 Act, as amended);
- to follow the procedures laid down in the General Directions given by the Charity Commission (under section 43(7)(b) of the 1993 Act, as amended); and
- to state whether particular matters have come to our attention.

BASIS OF INDEPENDENT EXAMINER'S STATEMENT

Our examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently we do not express an audit opinion on whether the accounts present a 'true and fair view'.

INDEPENDENT EXAMINER'S STATEMENT

In connection with our examination, no matter has come to our attention:

(1) which gives us reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:

- proper accounting records are kept (in accordance with section 41 of the Act); and
- accounts are prepared which agree with the accounting records and comply with the accounting requirements of the Act; or

(2) to which, in our opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**THE CROYDON ASSOCIATION FOR PASTORAL CARE IN
MENTAL HEALTH**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE
CROYDON ASSOCIATION FOR PASTORAL CARE IN MENTAL HEALTH *(continued)***

YEAR ENDED 31 MARCH 2009

Mitchell, Rodrigues & Co Ltd
Independent examiner &
Chartered Accountants
Suite 14, Zeal House,
8, Deer Park Road,
London SW19 3GY

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THE CROYDON ASSOCIATION FOR PASTORAL CARE IN MENTAL HEALTH

STATEMENT OF FINANCIAL ACTIVITIES

YEAR ENDED 31 MARCH 2009

		Unrestricted Funds	Restricted Funds	Total Funds 2009	Total Funds 2008
Note		£	£	£	£
INCOMING RESOURCES					
Incoming resources from generating funds:					
Voluntary income	2	27,306	–	27,306	31,009
Activities for generating funds	3	464	–	464	466
Investment income	4	1,119	–	1,119	3,090
Other incoming resources	5	20	–	20	826
		<u>28,909</u>	<u>–</u>	<u>28,909</u>	<u>35,391</u>
TOTAL INCOMING RESOURCES					
RESOURCES EXPENDED					
Charitable activities	6	(10,174)	–	(10,174)	(9,719)
Governance costs	7	(27,557)	–	(27,557)	(29,078)
Other resources expended	8	(2,417)	–	(2,417)	(50)
		<u>(40,148)</u>	<u>–</u>	<u>(40,148)</u>	<u>(38,847)</u>
TOTAL RESOURCES EXPENDED					
NET OUTGOING RESOURCES FOR THE YEAR					
	9	(11,239)	–	(11,239)	(3,456)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>75,466</u>	<u>2,600</u>	<u>78,066</u>	<u>81,523</u>
TOTAL FUNDS CARRIED FORWARD		<u><u>64,227</u></u>	<u><u>2,600</u></u>	<u><u>66,827</u></u>	<u><u>78,067</u></u>

The Statement of Financial Activities includes all gains and losses in the year and therefore a statement of total recognised gains and losses has not been prepared.

All of the above amounts relate to continuing activities.

The notes on pages 10 to 15 form part of these financial statements.

**THE CROYDON ASSOCIATION FOR PASTORAL CARE IN
MENTAL HEALTH**

BALANCE SHEET

AS AT 31 MARCH 2009

	Note	2009 £	£	2008 £
FIXED ASSETS				
Tangible assets	11		375	3,417
CURRENT ASSETS				
Debtors	12	988		679
Cash at bank and in hand		<u>67,093</u>		<u>76,241</u>
		68,081		76,920
CREDITORS: Amounts falling due within one year	13	<u>(1,629)</u>		<u>(2,270)</u>
NET CURRENT ASSETS			66,452	74,650
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>66,827</u>	<u>78,067</u>
FUNDS				
Restricted income funds	14		2,600	2,600
Unrestricted income funds	15		<u>64,227</u>	<u>75,467</u>
TOTAL FUNDS			<u>66,827</u>	<u>78,067</u>

These financial statements were approved by the members of the committee on the and are signed on their behalf by:

MR T ROBERTS
Trustee

The notes on pages 10 to 15 form part of these financial statements.

THE CROYDON ASSOCIATION FOR PASTORAL CARE IN MENTAL HEALTH

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with applicable United Kingdom accounting standards, the Statement of Recommended Practice "Accounting and Reporting by Charities" issued in March 2005 (SORP 2005) and the Charities Act 1993.

Fixed assets

All fixed assets are initially recorded at cost.

Depreciation

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

10% on reducing balance

2. VOLUNTARY INCOME

	Unrestricted Funds £	Total Funds 2009 £	Total Funds 2008 £
Donations			
Donations	1,826	1,826	3,027
Grants receivable			
Grant London Borough of Croydon	25,480	25,480	24,982
Grant for Faith Workshop	—	—	3,000
	27,306	27,306	31,009

3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Total Funds 2009 £	Total Funds 2008 £
Drop - Ins	464	464	466
	464	464	466

4. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2009 £	Total Funds 2008 £
Bank interest receivable	1,119	1,119	3,090
	1,119	1,119	3,090

THE CROYDON ASSOCIATION FOR PASTORAL CARE IN MENTAL HEALTH

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

5. OTHER INCOMING RESOURCES

	Unrestricted Funds	Total Funds 2009	Total Funds 2008
	£	£	£
Miscellaneous Income	20	20	826
	<u>20</u>	<u>20</u>	<u>826</u>

6. COSTS OF CHARITABLE ACTIVITIES BY FUND TYPE

	Unrestricted Funds	Total Funds 2009	Total Funds 2008
	£	£	£
Drop - In - Rainbow	997	997	793
Drop - In - Open Door	301	301	155
Drop - In - Bridge	439	439	405
Drop - In - Women's Group	997	997	544
Creative Workshop - St Andrews	-	-	2,445
Creative Workshop - St Mildreds	6,830	6,830	4,038
Workshop Facilitation	385	385	400
Outings	158	158	822
Development Officers Expenses	67	67	117
	<u>10,174</u>	<u>10,174</u>	<u>9,719</u>

7. GOVERNANCE COSTS

	Unrestricted Funds	Total Funds 2009	Total Funds 2008
	£	£	£
Salaries and NIC	21,842	21,842	24,137
Postage, Stationery, Printing & Photocopying	851	851	621
Rent	946	946	1,016
Accountancy fees	483	483	471
Telephone	426	426	474
Travel	442	442	179
Legal & Professional fees	330	330	545
Computer costs	151	151	236
Subscriptions	85	85	100
Depreciation	42	42	380
Advertising	191	191	0
Technical Literature	110	110	0
Training	198	198	0
Donations	80	80	0
Refreshments	524	524	220
Consultancy fees	237	237	-
Insurance	619	619	470
Trustees Insurance	-	-	194
Sundries	-	-	35
	<u>27,557</u>	<u>27,557</u>	<u>29,078</u>

**THE CROYDON ASSOCIATION FOR PASTORAL CARE IN
MENTAL HEALTH**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

8. OTHER RESOURCES EXPENDED

	Unrestricted Funds £	Total Funds 2009 £	Total Funds 2008 £
Losses on disposal of tangible fixed assets for charity's own use	2,400	2,400	–
Miscellaneous expenses	<u>17</u>	<u>17</u>	<u>50</u>
	<u>2,417</u>	<u>2,417</u>	<u>50</u>

9. NET OUTGOING RESOURCES FOR THE YEAR

This is stated after charging:

	2009 £	2008 £
Depreciation	<u>42</u>	<u>380</u>

10. STAFF COSTS AND EMOLUMENTS

Total staff costs were as follows:

	2009 £	2008 £
Wages and Salaries	<u>21,842</u>	<u>24,137</u>

**THE CROYDON ASSOCIATION FOR PASTORAL CARE IN
MENTAL HEALTH**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

11. TANGIBLE FIXED ASSETS

	Fixtures & Fittings £
COST	
At 1 April 2008	4,688
Disposals	<u>(3,000)</u>
At 31 March 2009	<u><u>1,688</u></u>
 DEPRECIATION	
At 1 April 2008	1,271
Charge for the year	<u>42</u>
At 31 March 2009	<u><u>1,313</u></u>
 NET BOOK VALUE	
At 31 March 2009	<u><u>375</u></u>
At 31 March 2008	<u><u>3,417</u></u>

12. DEBTORS

	2009 £	2008 £
Other debtors	<u>988</u>	<u>679</u>

13. CREDITORS: Amounts falling due within one year

	2009 £	2008 £
Other creditors	<u>1,629</u>	<u>2,270</u>

14. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2008 and at 31 Mar 2009 £
Restricted Fund	<u><u>2,600</u></u>

There have been no movements on restricted funds during the year ended 31 March 2009.

**THE CROYDON ASSOCIATION FOR PASTORAL CARE IN
MENTAL HEALTH**

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2009

15. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2008	Incoming resources	Balance at 31 Mar 2009
	£	£	£
General Funds	<u>75,466</u>	<u>(11,239)</u>	<u>64,227</u>

